

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

TITLE: **CHIEF, OFFICE OF DESIGN NORTH**

SALARY: **\$7848 - \$8657**

LOCATION: **DISTRICT 1 - EUREKA AND DISTRICT 2 - REDDING (NORTH REGION)**

FINAL FILING DATE: **MARCH 6, 2007**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, North Region Design and Engineering Services, a Principal Transportation Engineer, the Chief, Office of Design North supervises and directs the work of the Office of Design North (Eureka and Redding) while based in Eureka or Redding. Responsibilities include the timely delivery of technical services to district project managers. Specifically, the incumbent is responsible for the production of design and preliminary engineering documents, Plans, Specifications and Estimate (PS&E) and any other related services for regional work. Responsibilities include, but are not limited to:

- Plans, organizes and directs the work of the Eureka and Redding Design Offices. Assumes a proactive role in project management and the delivery of functions, products and services within negotiated workplan commitments (i.e., quality, schedule, cost, resources and scope).
- Exercises administrative supervision; delegates and assigns work; provides direction in resolving internal division problems within the Office Chief's authority as well as providing guidance in the resolution of problems external to the Division; selects and hires subordinates; appraises performance; establishes work norms and work flow; coordinates unit activities; prescribes personnel utilization; and determines training needs.

- Participates in the development and implementation of operational policies of the Department; and supports the Chief, North Region Design and Engineering Services.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the California Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in California State service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; the Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; contribute to the Department's safety, health, equal employment opportunity and labor relations objectives effectively.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated working knowledge of standard practices and applications within the Caltrans Design function.
- Demonstrated ability to prepare effective reports and written correspondence for use internally as well as with external agencies.
- Demonstrated ability to effectively develop and lead a multi-disciplinary staff.
- Demonstrated knowledge of organization and policy issues facing Caltrans and the current responses to such issues.
- Demonstrated experience in partnership development and use of effective presentation skills.
- Demonstrated ability to inspire teamwork and cooperation in meeting unique or difficult transportation related issues.
- Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **March 6, 2007**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: Kathryn Shell
703 B Street
Marysville, CA 95901**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.